

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: Internal Audit Manager
Department: Regulatory
Reports To: Regulatory Director
FLSA Status: Exempt
Salary Range: \$51,814 to \$68,966
Level: 7
Open Date: October 05, 2007
Closing Date: October 19, 2007

Summary: The Internal Audit Manager is responsible for monitoring Victories Casino and Hotel operations for compliance with the National Indian Gaming Commission Minimum Internal Control Standards, Little Traverse Bay Band of Odawa Indians rules and regulations and all other applicable standards with respect to the operations. Conducts audits to assess effectiveness of controls, accuracy of financial records, and efficiency of operations by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned. Audits records of departments and interviews workers to ensure recording of transactions and compliance with applicable laws and regulations.

- Examines department activities for compliance with LTBB plans and policies.
- Inspects limited accounting systems to determine their efficiency and protective value. Assesses the proper accountability of assets by conducting inventories.
- Reviews records pertaining to staff and material assets, such as equipment and buildings, to determine degree to which they are utilized.
- Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
- Prepares and submits audit findings and makes recommendations to Regulatory Director on a daily basis.
- Testify and present evidence at Gaming Regulatory Commission hearings.
- Conducts special studies such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention.
- Work with all of Regulatory Department divisions to ensure all Class III gaming operations are in compliance with:
 1. Approved Internal Control Policies and Procedures
 2. Federal and LTBB Minimum Internal Control Standards
 3. Little Traverse Bay Band of Odawa Indians/State of Michigan Gaming Compact
 4. All rules and regulations promulgated by the LTBB Gaming Regulatory Commission

Education and/or Experience:

Must possess a minimum of a Bachelor Degree in Accounting, Business or related field. Knowledge and skills in auditing procedures, techniques and process development required. Three to five years experience in gaming industry, preferably Indian Gaming, is required. The highest level of integrity and the exercise of good judgment are essential.

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Design software; Development software; Internet software; Inventory software; Order processing systems; Project Management software; Spreadsheet software and Word Processing software and Accounting software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

While performing the duties of this position, the employee is frequently exposed to smoke-filled environments and moderate to high noise levels.

Comments

Selected candidate must be able to pass an extensive background investigation including drug screen and finger printing. Candidate must be available to work various shifts and weekends. Candidate must be available to travel for training, in and out of state.

Native American preference will apply in accordance with LTBB Waganakising Statute 2002-04